

**BARTLETT PARK DISTRICT  
COMMITTEE WORKSHOP MEETING MINUTES  
TUESDAY, AUGUST 14, 2018**

**Call to Order**

President Stocks called the meeting to order at 7:30pm.

**Roll Call**

President Stocks called for the roll. Commissioners answering present were: Susan M. Stocks, Stephen M. Eckelberry, Nicholas A. Mostardo, Theodore J. Lewis, Lori A. Palmer, James A. Mansfield and Diana Gunsteen.

Staff members present were Executive Director Rita Fletcher, Superintendent of Recreation Kimberly Dasbach, Superintendent of Villa Olivia Peter Pope, Superintendent of Parks and Planning Kelly O'Brien, Superintendent of Business Services Kevin Romejko and Superintendent of Special Facilities Lynsey Heathcote.

Recording Secretary Kim Monforti took the minutes.

**Pledge of Allegiance**

President Stocks led the Pledge of Allegiance.

**Finance Committee, Mr. Mostardo Chairperson**  
**Resolution 18-06 NWSRA Assessment**

Mr. Mostardo stated that each year the Park District adopts a resolution which accepts the Northwest Special Recreation Association Assessment as determined by the NWSRA Board of Trustees. This year the assessment amount is \$242,067.86 which is a slight increase over last year. Staff is requesting Finance Committee approval of Resolution 18-06. Mr. Eckelberry made a motion to approve, seconded by Mr. Lewis. **Motion carried.**

**Change in Sequestration Rate for Fiscal Year 2019**

Mr. Mostardo spoke about the Series 2010 Taxable General Obligation (Build America Bonds) Park Bonds are qualified bonds that provide a Federal subsidy through a refundable credit equal to 35% of the interest payable by the Park District. Pursuant to the Balanced Budget and Emergency Deficit Control Act, on March 1, 2013, the Federal Government instituted automatic spending cuts ("sequestration") on direct-pay subsidy bond programs such as Build America Bonds. The reduction on refundable credit due to sequestration has continued and effective October 1, 2018, the amount of the refundable credit received by the Park District will be reduced by 6.2%. Therefore, the Park District will receive 93.8% of the full 100% refundable credit amount requested. Ms. Palmer asked what it the amount that we will receive, Mr. Romejko replied that it will be around \$325,000 over two payments. Mr. Mostardo made a motion to approve, seconded by Mr. Lewis. **Motion carried.**

**Planning Committee, Mr. Eckelberry Chairperson****Resolution 18-07 Free To Be Me Playground Project - OSLAD Grant**

Mr. Eckelberry said that the Bartlett Park District and the Bartlett Parks Foundation have been working together to raise funds for the Free To Be Me Playground Project at Bartlett Park. The Illinois Department of Natural Resources has announced that applications are now being accepted for Open Space Land Acquisition Development (OSLAD) grants which is the first time in several years. In the past the park district has been awarded grants for different projects thru the OSLAD program as this is a matching grant up to \$400,000. Staff is working with Hitchcock Design Group to submit a grant for the Free To Be Me playground project. As part of the process the Park District Board needs to approve a resolution allowing us to move forward in applying for the grant. Mr. Mostardo asked if there's a time frame on the grant process. Ms. Fletchers explained that it depends on the year. The application deadline is October 1, 2018, then a decision can take up to 6-8 months. Ms. Fletcher also stated that she will have our State Legislators write letters of support. Staff is requesting the Planning Committee approve Resolution 18-07 for the OSLAD Grant. Mr. Lewis made a motion to approve, seconded by Mr. Mostardo. **Motion carried.**

**Trails End Park- Park Improvement Project**

Mr. Eckelberry mentioned that staff is working with Upland Design, Ltd. to make improvements to Trails End Park. The proposed improvements include replacing the 22 year old existing playground, redesign and replace the basketball court, and make needed repairs to the parking lot. Staff will be hosting a Community Input Meeting at Trails End Park on August 29th at 6:00pm. The Park District is trying to encourage residents to attend and provide input on the project. Information about the meeting is on our website, social media, and signs have been placed out in the park. At the September Board meeting, Upland Design will share the results of the community input meeting and ask for the Board input on the designs. Ms. Gunsteen asked if Upland Design will be at the meeting with concept plans to show the Board, Ms. Fletcher stated that they would be.

**Building and Grounds Committee, Ms. Palmer Chairperson****BCC- Exterior Window/Wall Leak Assessment**

Ms. Palmer stated that the staff has hired Architectural Consulting Group, Ltd. to help address reported leakage at the 2nd floor recreation office windows. ACG completed an interior assessment, controlled water testing, and completed a report summarizing the findings and proposed recommendations. Staff is reviewing the next steps to move forward on this project and included the report for the Board to review to provide any input.

**Recreation Committee, Ms. Gunsteen Chairperson**

Ms. Gunsteen said that as part of the Park District's FY2018-19 Capital Project Budget it included \$30,000 for Website Redesign. Staff posted a Request for Proposal in July. We received proposals from Weblinx Incorporated \$18,900, Newr \$22,000, Greenleaf Media \$59,375 and Ameex \$119,685. Staff is recommending Weblinx Incorporated for the website redesign. We have worked with Weblinx Incorporated over the years (main site development and reconfiguration of microsites and hosting). Their newly developed sites have a modern and clean look that matches our future vision, as well as the

enhanced SEO functions and analytics. The redesign will also focus on the mobile first approach. Staff is asking for approval for a purchase order for Weblinx in the amount

\$18,900. Mr. Eckelberry made a motion to approve, seconded by Mr. Lewis. **Motion carried.**

### **Bartlett Raiders Athletic Association Sponsorship Request**

Ms. Gunsteen reported that the Bartlett Raiders Athletic Association is requesting approval of six 4x4 sponsorship signs/banners at Koehler Football Field. Once approved they will put them up for the 2018 fall season on Saturday mornings and take them down after the last game on Sunday afternoon. The season will run the beginning of September until the end of October/beginning of November. The following are the companies that will appear on the 4x4 signs Dicks Sporting Goods, Greco and Sons, Bucaro Heating and Air Conditioning, Peoples Home Equity Mortgage Lending and Scorpion Wrestling. Staff is recommending approval of the Bartlett Raiders Athletic Association sponsorship signs/banners for the 2018 season at Koehler Football Field. Mr. Eckelberry made a motion to approve, seconded by Mr. Mostardo. **Motion carried.**

### **Katie's Krafting Corner**

Ms. Gunsteen mentioned that Katie's Krafting Corner outdoor class is back. Participants 8 though adult will be making wearable and decorative crafts including tie-dye t-shirts, basic bleach designs and ink art. All supplies are provided. This class is scheduled for August 18th from 2-4pm at the Bartlett Nature Center.

### **Special Facilities Committee, Mr. Mansfield Chairperson**

#### **USA Youth Hoops Chicago Classic Request**

Mr. Mansfield said the USA Youth Hoops Chicago is requesting approval to use Bartlett Community Center Gymnasium (Courts 1, 2 and 3) on Saturday and Sunday, May 25 & 26, 2019 to host a boys' basketball tournament for teams' age 10-17 years old. They expect approximately 250 players. They will be charging an admission fee. Approval would be contingent on USA Youth Hoops providing a certificate of insurance. Mr. Mansfield made a motion to approve, seconded by Ms. Palmer. **Motion carried.**

#### **National Summer Classic Request**

Mr. Mansfield stated the National Summer Classic is requesting approval to use Bartlett Community Center Gymnasium (Courts 1, 2 and 3) Friday-Sunday, August 2-4, 2019 to host a boys and girls basketball tournament for teams' age 9-15 years old. They expect approximately 150 players. They will be charging an admission fee. Approval would be contingent on National Summer Classic providing a certificate of insurance. Mr. Mansfield made a motion to approve, seconded by Mr. Mostardo. **Motion carried.**

#### **LIFECENTER Annual Maintenance Update**

Mr. Mansfield asked Ms. Heathcote to speak about the LIFECENTER. Ms. Heathcote explained that during the week of July 30-August 3 LIFECENTER underwent its annual maintenance. Staff thoroughly cleaned, painted, re-organized and added new equipment. The new Hoist Motion Cage 5 was installed and has been very well received by members. We are still waiting on delivery of three more pieces to add to the plate loaded area and we expect delivery mid to late August. Many members have complimented staff on the cleaning and the updates. Splash Central is scheduled for its annual maintenance from August 20-31. The indoor pool will also be thoroughly cleaned with maintenance tasks performed during that time. During our closures members are

able to use Park Place Fitness Center and Aquatic Center at Streamwood Park District. This offer is reciprocated to Streamwood during their closures when we welcome their members to use our facilities.

### **Villa Olivia Committee, Mr. Lewis Chairperson**

#### **Roof Repairs and Improvements**

Mr. Lewis stated that on Friday, August 3, we conducted the Bid Opening for the Villa Olivia roof repairs and Improvements Project. We will be replacing approximately 9,200 square feet of shingles on the clubhouse building, and repairing one section where we have continuing leak issues. We received 4 that ranged from \$51,940 to \$73,999. Staff is recommending the acceptance of the bid from Filotto Roofing for the Villa Olivia Roof Repairs and Improvements Project for the amount of \$51,940.00. Mr. Lewis made a motion to approve, seconded by Ms. Palmer. **Motion carried.**

#### **Drive-in Movie – Ratatouille**

Mr. Lewis announced the Recreation Department and Villa Olivia are collaborating to offer a twist on the Recreation Department's annual outdoor movie. On Friday, August 24th we will be showing Ratatouille. The movie will begin at dusk. The event is free, and participants can bring a blanket to sit on the lawn, or rent a golf cart for \$5 for the full Drive-In Movie experience. A cash bar and food will be available for purchase. The movie is rated G.

### **Personnel Committee, Mr. Lewis Chairperson**

**No report**

### **Community Relations and Legislative Issues Committee, Ms. Stocks Chairperson**

**No report.**

#### **Old Business**

None

#### **New Business**

None

#### **Resident Comments**

None

#### **Adjournment**

There being no further business, President Stocks moved to adjourn the meeting, seconded by Commissioner Mr. Mostardo. **Motion carried at 7:47 pm.**

Minutes Approved by the Board on August 28, 2018.

By: \_\_\_\_\_  
Rita Fletcher, Board Secretary